

~~C-O-N-F-I-D-E-N-T-I-A-L~~

OFFICE OF TRAINING


Operations School

Staff Training

CLANDESTINE SERVICE RECORDS II #7-71
21 - 25 June 1971

Room 1A-07, Headquarters

25X1A


Chief Instructor

Room 615, 1000 No. Glebe Road
Ext. 3396

Clandestine Service Records II

OBJECTIVES

CS Records II (Biographic Research) is intended for Operations Officers and intelligence and clerical assistants who support operations through the recovery of information about persons of interest to the Clandestine Service. It introduces the principles, techniques and specific procedures used in exploiting the various records of the Agency and other resources of biographic information. This course emphasizes research as performed by Headquarters personnel.

Biographic Research has often been called "name checking" and has been thought of as an administrative process. Persons who have insufficient knowledge of either the appropriate extent of the investigation or research or of the available sources of information have often been assigned to the "name check" task. As the Agency's operations became more complex and the record of these operations became more extensive, recovery of information from the record required more highly specialized knowledge to perform an adequate name check. This course represents a synthesis of the experience of professionals in the field of biographic research. The course provides an introduction to the professional skill necessary for adequate biographic research.

Students are instructed in CS requirements for biographic research, the importance of this research as a part of the investigative process, and in the available resources and repositories of information. Exercises in biographic research and in preparation of the reports required have a prominent place in the curriculum as well as practical work in responsibilities to the CS Records System at the completion of the research.

A kit of reading materials is made available by the Chief Instructor. The reading materials constitute an important part of the information which the student should absorb.

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Monday, 21 June 1971

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0830 - 0900	Administration and Course Introduction
0900 - 0950	Biographic Research in the Clandestine Service An outline of research and investigative procedure. Biographic research at Head- quarters related to investigation at the Field Station.
1000 - 1050	CI/OA: The Relation of its Records to the CS Mission (CS Name Trace Handbook, pp 65-66).
1100 - 1200	CRS/Biographic Research A description of the materials and services available to the researcher in Central Reference Service. (Handbook, pp 75-79).
1200 - 1300	Lunch
1300 - 1350	The Office of Security Index and Biographic Services A description of the services provided by the Office of Security, both in its own files and in special investigative or research services. (Handbook, pp 83-84).
1400 - 1550	Introduction to Non-CS Indices and Files Special sources of information not included within the CS Records system. (Handbook, Sections III & IV, plus Annex A as appropriate).

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Tuesday, 22 June 1971

0900 - 0920 [REDACTED] January 1968
0920 - 1200 Biographic Research
Practical Exercise [REDACTED]
1200 - 1300 Lunch
1300 - 1630 Practical Exercise (continued)

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Wednesday, 23 June 1971

0900 - 1200 Practical Exercise (continued)
1200 - 1300 Lunch
1300 - 1350 Practical Exercise
1400 - 1630 Writing the Meaningful Reply

Thursday, 24 June 1971

0900 - 1700 Biographic Research
Practical Exercise (continued)

Friday, 25 June 1971

0900 - 1130 Critique of Practical Exercise
1130 - 1200 Final Administration

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